CATALYSTX

Welcome to
"Inclusive Leadership Training:
Becoming a Successful Leader"!

*"Inclusive leadership means encouraging and empowering your people
to bring their whole self to work, which creates the opportunity for extraordinary
performance. Only when we are fully able to be ourselves,
can we truly be extraordinary."*

~Beth Rauschenberger, Vice President of Internal Audit, Nationwide Insurance

We are excited to welcome you to this unprecedented course! As you prepare to get started, please keep the following important notes in mind:

- Week 1 launches Tuesday, July 7, 2015, 16:00 UTC (Coordinated Universal Time). There are no set times you need to be online because edX is a 24/7 virtual classroom. You can start your work any time that works for you during the first week. Please familiarize yourself with UTC time and what that converts to in your local time. Check the course FAQ for more information.

- This course is four weeks long, with about an hour of engagement expected from you each week. Unlike some other courses where you do all the work in one sitting,

for this course you should expect to complete each week in parts, coming back to the content or activity as the week progresses.

- If you are new to edX, we recommend you take the quick [edX DemoX.1 Demo Course](#) to familiarize yourself with the edX platform. You navigate edx Courseware by clicking on the major sections and subsections vertically along the left side, and then by clicking on the units horizontally within each subsection.
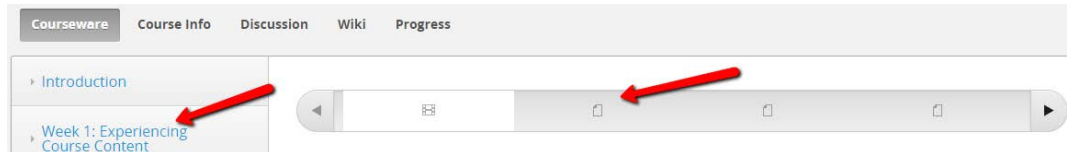
- The discussion forums are run by Catalyst moderators, and we look forward to student-led discussions. If you have a question for Staff, go to the Discussion tab at the top of the page and add to the thread "Questions for Staff? Post here." If you want to call our attention to a problematic post, please click the Report button (with the flag icon) on that post. You can also "upvote" posts and good responses.

- Students who want a higher level of proof that they have completed the course, such as for their school or employer, can upgrade to a [Verified Certificate](#) of completion.

- Schedule of material release:
    - Week 1: July 7, 2015, 16:00 UTC
    - Week 2: July 14, 2015, 16:00 UTC
    - Week 3: July 21, 2015, 16:00 UTC
    - Week 4: July 28, 2015, 16:00 UTC

- **Grading**: Students who have an overall score of 60% pass the course. **All work is due by August 13, 2015, 16:00 UTC, when the course closes**. At the end of the course, students are expected to submit a Commitment to Action in video or written form.

    Each component is weighted toward grading as follows:

    - **Weekly Checklists, Weeks 1-3**: Engagement with weekly content, including videos, discussion, written material, exercises, activities, Personal Leadership Plan work and peer review: *40% of the total grade*

- o **Personal Leadership Plan Checklist, Week 4**: Completion or significant development of Personal Leadership Plan by end of course: *40% of total grade*

- o **Commitment to Action, Week 4**: *20% of total grade*

We are very grateful to our supporters, who make it possible for us to do our work on inclusive leadership.

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Thank you for being part of "Inclusive Leadership Training: Becoming a Successful Leader." We're excited to have you join us!

The CatalystX Team